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SECTION 5. MANAGEMENT INFORMATION REPORTS FUNCTION

5.1 Management Information Reports Function.

a. Use the Management Information Reports Function to review and print installation headcount, operation summary, and cook status reports. This function contains three subfunctions and two exit options:

(1) Installation Headcount Report (para 5.2).

(2) Operation Summary Report (para 5.3).

(3) Cook Status Report (para 5.4).

(4) Exit the Management Information Reports Menu and return to the IFA Command Options Menu or system login screen.

b. Select Option A from the IFA Command Options Menu (fig. 5.1-1) to review the subfunctions in Management Information Reports.

| | | |
|--|--|---------|
| IFA OPTIONS: A B C D E F X | | |
| Management Information Reports | | |
| DATE: 15 Aug 95 | INSTALLATION FOOD ADVISOR COMMAND MENU | AJK-161 |
| ----- Press F8 for Help ----- | | |
| OPTION CODE | RING MENU SELECTION OPTIONS | |
| A | MANAGEMENT INFORMATION REPORTS | |
| B | MANAGEMENT INFORMATION INQUIRIES | |
| C | INSTALLATION FILE MAINTENANCE | |
| D | DATA CONVERSION | |
| E | EQUIPMENT REPLACEMENT PROCESS | |
| F | RANDOM SURVEY PROCESS | |
| X | SIGN OFF IFA SUBSYSTEM | |
| SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU CODE: | | |

Figure 5.1-1. IFA Command Options Menu.

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- c. The Management Information Reports Menu (fig. 5.1-2) is displayed.

| | | |
|--|-------------------------------------|---------|
| Management Information Reports: A B C R X | | |
| Installation Headcount | | |
| DATE: 15 Aug 95 | MANAGEMENT INFORMATION REPORTS MENU | AJK-162 |
| ----- Press F8 for Help ----- | | |
| OPTION CODE | RING MENU SELECTION OPTIONS | |
| A | INSTALLATION HEADCOUNT REPORT | |
| B | OPERATION SUMMARY REPORT | |
| C | COOK STATUS REPORT | |
| R | RETURN TO IFA COMMAND MENU | |
| X | EXIT THE IFA PROGRAM | |
| SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU CODE: | | |

Figure 5.1-2. Management Information Reports Menu.

5.2 Installation Headcount Report Subfunction.

a. Use the Installation Headcount Report Subfunction to print a cumulative or consolidated headcount report for each active dining facility on the installation. You can use this information to track increases or decreases in diner attendance from month to month. You can print up to five copies of each report. This subfunction contains two processes and two exit options:

- (1) View/Print Cumulative Headcount (para 5.2.1).
- (2) View/Print Consolidated Headcount (para 5.2.2).
- (3) Exit the Installation Headcount Menu and return to the Management Information Reports Menu or system login screen.

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b. To access the Installation Headcount Menu from the IFA Options Menu, select the options in figure 5.2-1.

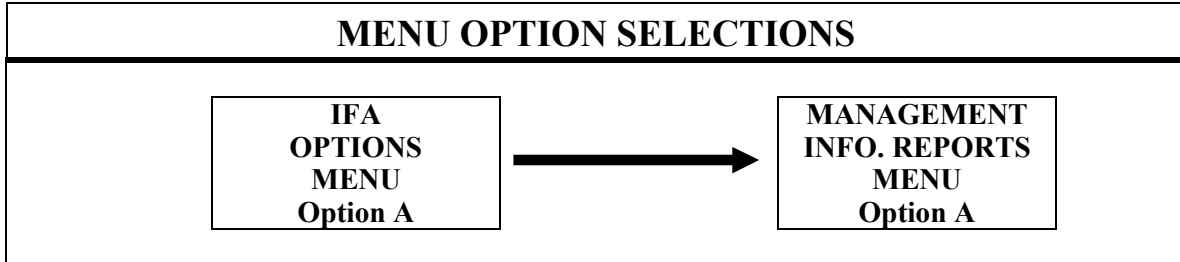


Figure 5.2-1. Installation Headcount Menu Selection.

c. The Installation Headcount Menu (fig. 5.2-2) is displayed.

```

INSTALLATION HEADCOUNT MENU:  A B R X
Enter 'A' to view/print the cumulative headcount report

DATE:  15 Aug 95           INSTALLATION HEADCOUNT MENU           AJK-057
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
      A           VIEW/PRINT CUMULATIVE HEADCOUNT REPORT
      B           VIEW/PRINT CONSOLIDATED HEADCOUNT REPORT
      R           RETURN TO MANAGEMENT INFORMATION REPORTS MENU
      X           EXIT FROM IFA PROCESSING

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
  
```

Figure 5.2-2. Installation Headcount Menu.

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5.2.1.3 Installation Cumulative Headcount Screen AJK-157. To print and review an Installation Cumulative Headcount Report (PCN AJK-G41), select A from the Installation Headcount Report Menu. The Installation Cumulative Headcount Screen (fig. 5.2-3) is displayed. The dates you can request are displayed.

```
[
DATE:[15 Aug 95]          INSTALLATION FOOD ADVISOR OPERATIONS          ]
                           INSTALLATION CUMULATIVE HEADCOUNT          AJK-157

THE AVAILABLE DATES ARE FROM  [MM/DD/YYYY] THRU [MM/DD/YYYY]

ENTER DATES FOR THE CUMULATIVE HEADCOUNT REPORT: [MM/DD/YYYY] TO [MM/DD/YYYY]

                                     Press <DELETE> for Interrupt Menu.

Processing data .....Please wait
```

- a. The cursor is positioned in the ENTER DATES FOR THE CUMULATIVE HEADCOUNT REPORT field.

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- b. Enter the report FROM date and press [ENTER]. The cursor moves to the TO field.
- c. Enter the TO date and press [ENTER]. A message is displayed: **Processing data. . . . Please wait.**
- d. Then, the Installation Cumulative Headcount Screen AJK-061 (fig. 5.2-4) is displayed. The cumulative headcounts and activities with no headcounts are displayed for your review.

| | | | | | | |
|---|--------------------------------------|--------|--------|--------|--------|----------|
| DATE: 15 Aug 95 | INSTALLATION FOOD ADVISOR OPERATIONS | | | | | AJK-061 |
| INSTALLATION CUMULATIVE HEADCOUNT | | | | | | |
| REPORT PERIOD FROM 07/01/1995 THRU 07/15/1995 | | | | | | |
| DODDAC | BREAKFAST | LUNCH | DINNER | BRUNCH | SUPPER | TOTAL HC |
| P3028 | 1542 | 1400 | 1400 | 0 | 0 | 4342 |
| P3029 | 1102 | 1110 | 1110 | 0 | 0 | 3322 |
| P3030 | 1102 | 1110 | 1110 | 0 | 0 | 3322 |
| P3031 | 1062 | 1070 | 1070 | 0 | 0 | 3202 |
| MEAL TOTAL | 33455 | 34146 | 33366 | 0 | 0 | 100967 |
| THE FOLLOWING ACTIVITIES HAD NO HEADCOUNT(S) ENTERED: | | | | | | |
| P3108 | T2011 | YDF001 | YDF003 | YDF004 | YDF005 | YDF006 |
| YDF011 | YDF012 | YDF013 | YDF007 | YDF008 | YDF009 | YDF010 |
| DO YOU WISH TO PRINT THIS REPORT? ENTER Y(es)/N(o) Û | | | | | | |
| Press <F3> to scroll fwd: <F4> to scroll bkd: <ESC> to exit the screen. | | | | | | |

Figure 5.2-4. Installation Cumulative Headcount Screen (AJK-061).

- (1) To review the list by line, use the [ENTER] or ARROW keys to scroll forward and back.
- (2) To view more headcount, use the [F3] key to page forward and [F4] to page back.

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e. When you finish your review, press [ESC]. A message is displayed: **DO YOU WISH TO PRINT THIS REPORT? ENTER Y(es)/N(o).**

(1) Enter Y and a message is displayed: **Enter 0 for no report or up to 5 copies and press <ENTER>.** Enter the number of copies you want and press [ENTER]. Another message is displayed: **The report is being prepared. Please wait** while the Installation Cumulative Headcount Report (PCN AJK-G41) is printed. Then, the Installation Headcount Menu is displayed.

OR

(2) Enter N and the Installation Headcount Menu is displayed.

f. To exit this menu, select R. The Management Information Reports Menu is displayed

g. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 5.2.1.4 for processing instructions.

5.2.1.4 Interrupt Ring Menu. This ring menu (fig. 5.2-5) is displayed when you press [DELETE]. Use it to continue processing, return to the Management Information Reports Menu, or exit processing.

| |
|--|
| INTERRUPT MENU: CONTINUE RETURN EXIT |
| Continue Processing |

Figure 5.2-5. Interrupt Ring Menu.

- a. Select CONTINUE and the cursor moves back to the last data entry field you completed.
- b. Select RETURN and the Management Information Reports Menu is displayed.
- c. Select EXIT and the system login screen is displayed.

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5.2.1.5 Outputs.

a. The Installation Cumulative Headcount Report (PCN AJK-G41) is printed. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for installation level Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report.

(1) File No. 30-1h, Food Program Reports (2-year file).

(2) Keep the end-of-month report file. Cut off this file at the end of the fiscal year.
For example:

COFF: 30 Sep 94 DEST: Oct 96.

5.2.2 View/Print Consolidated Headcount Process. Use this process to print and review consolidated headcount reports for each active dining facility on your installation. You can print up to five copies of this report.

5.2.2.1 Processing Restrictions. None.

5.2.2.2 Processing Materials. None.

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5.2.2.3 Installation Consolidated Headcount Screen AJK-148. To print and review an Installation Consolidated Headcount Report, select B from the Installation Headcount Report Menu. The Installation Consolidated Headcount Screen (fig. 5.2-6) is displayed. The dates you can request are displayed.

| | | |
|---|--------------------------------------|---------|
| [| | |
| DATE: [15 Aug 95] | INSTALLATION FOOD ADVISOR OPERATIONS | AJK-148 |
| | INSTALLATION CONSOLIDATED HEADCOUNT | |
| THE AVAILABLE DATES ARE FROM [MM/DD/YYYY] THRU [MM/DD/YYYY] | | |
| ENTER THE MONTH (EX: JAN, FEB): | [] | |
| ENTER THE YEAR (EX: 1995): | [] | |
| | | |
| Press <DELETE> for Interrupt Menu. | | |
| Processing - Please wait... | | |

Figure 5.2-6. Installation Consolidated Headcount Screen (AJK-148).

- The cursor is positioned in the ENTER THE MONTH field.
- Enter the report month you want and press [ENTER]. The cursor moves to the ENTER THE YEAR field.
- Enter the year and press [ENTER]. A message is displayed: **Processing - Please wait...**

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d. Then, the Installation Consolidated Headcount Screen AJK-062 (fig. 5.2-7) is displayed.

e. Available consolidated headcount dates are displayed on this screen. The cursor is positioned in the ENTER THE DATE FOR THE REPORT field.

| | | | |
|--|--------------------------------------|------------|------------|
| [| |] | |
| DATE: [15 Aug 95] | INSTALLATION FOOD ADVISOR OPERATIONS | AJK-062 | |
| | INSTALLATION CONSOLIDATED HEADCOUNT | | |
| Enter the date for the report: [00 00 00] | | | |
| 07/01/95 | 07/09/1995 | 07/17/1995 | 07/25/1995 |
| 07/02/95 | 07/10/1995 | 07/18/1995 | 07/26/1995 |
| 07/03/95 | 07/11/1995 | 07/19/1995 | 07/27/1995 |
| 07/04/95 | 07/12/1995 | 07/20/1995 | 07/28/1995 |
| 07/05/95 | 07/13/1995 | 07/21/1995 | 07/29/1995 |
| 07/06/95 | 07/14/1995 | 07/22/1995 | 07/30/1995 |
| 07/07/95 | 07/15/1995 | 07/23/1995 | 07/31/1995 |
| 07/08/95 | 07/16/1995 | 07/24/1995 | |
| Enter a report date and press ENTER or press <DELETE> for Interrupt Menu. Enter the date, format = mm dd yy | | | |

Figure 5.2-7. Installation Consolidated Headcount Screen (AJK-062).

(1) Enter the report date and press [ENTER]. A message is displayed: **Processing data..... Please wait.** Then, the Installation Consolidated Headcount Report Screen AJK-063 (fig. 5.2-8) is displayed.

OR

(2) Press [DELETE] to interrupt processing. An Interrupt Ring Menu is displayed. See paragraph 5.2.1.4 for processing instructions.

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f. Consolidated headcounts for active facilities are displayed (fig. 5.2-8) on this screen. The cursor is positioned in the ACTIVITY field for the first dining facility.

| DATE: 15 Aug 95 | INSTALLATION FOOD ADVISOR OPERATIONS | | | | | AJK-063 |
|--|--------------------------------------|-------|--------|--------|--------|---------|
| | INSTALLATION CONSOLIDATED HEADCOUNT | | | | | |
| | REPORT PERIOD FOR 07/22/1995 | | | | | |
| ACTIVITY | BREAKFAST | LUNCH | DINNER | BRUNCH | SUPPER | TOTAL |
| P3024 | 321 | 325 | 310 | 0 | 0 | 956 |
| P3025 | 0 | 0 | 0 | 125 | 102 | 227 |
| P3026 | 345 | 311 | 290 | 0 | 0 | 946 |
| P3010 | 206 | 265 | 204 | 0 | 0 | 675 |
| P3026 | 1023 | 1010 | 1002 | 0 | 0 | 3035 |
| P3045 | 1045 | 1215 | 956 | 0 | 0 | 3216 |
| GRAND TOTALS | 9216 | 10173 | 6478 | 302 | 175 | 26344 |
| Press <F3> to scroll fwd: <F4> to scroll bkd; <DELETE> to exit the screen. | | | | | | |

Figure 5.2-8. Installation Consolidated Headcount Screen (AJK-063).

- (1) To review the list by line, use the [ENTER] or ARROW keys to scroll forward and back.
- (2) To view more facilities, use the [F3] key to page forward and [F4] to page back.

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g. When you finish your review, press [ESC]. A message is displayed: **DO YOU WISH TO PRINT THIS REPORT? ENTER Y(es)/N(o).**

(1) Enter Y and a message is displayed: **Enter 0 for no report or up to 5 copies and press <ENTER>.** Another message is displayed: **The report is being prepared. Please wait ...** while the Installation Consolidated Headcount Report (PCN AJK-G42) is printed. Then, the Installation Headcount Menu is displayed.

OR

(2) Enter N and the Installation Headcount Menu is displayed.

h. To exit this menu, select R. The Management Information Reports Menu is displayed.

5.2.2.4 Outputs.

a. The Installation Consolidated Headcount Report (PCN AJK-G42) is printed. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for installation level Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report.

(1) File No. 30-1h, Food Program Reports (2-year file).

(2) Keep the end-of-month report on file. Cut off this file at the end of the fiscal year. For example:

COFF: 30 Sep 94

DEST: Oct 96.

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5.3 Operation Summary Report Subfunction.

a. Use the Operation Summary Report Subfunction to print an operation summary for one dining facility, or all active dining facilities on the installation. This subfunction contains two processes and two exit options:

(1) Print All Activities Report (para 5.3.1).

(2) Print One Activity Report (para 5.3.2).

(3) Exit the Operational Summary Menu and return to the Management Information Reports Menu or system login screen.

b. To access the Operational Summary Menu from the IFA Options Menu, select the options in figure 5.3-1.

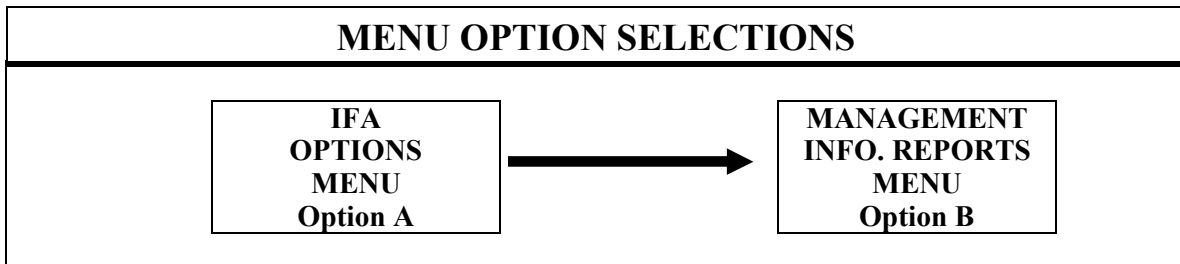


Figure 5.3-1. Operational Summary Menu Selection.

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c. The Operational Summary Menu (fig. 5.3-2) is displayed.

| | | |
|---|-------------------------------------|---------|
| OPERATIONAL SUMMARY: A B R X | | |
| Enter 'A' print all activities report | | |
| DATE: 15 Aug 95 | MANAGEMENT INFORMATION REPORTS MENU | AJK-064 |
| ----- Press F8 for Help ----- | | |
| OPTION CODE | RING MENU SELECTION OPTIONS | |
| A | PRINT ALL ACTIVITIES REPORT | |
| B | PRINT ONE ACTIVITY REPORT | |
| R | RETURN TO IFA COMMAND MENU | |
| X | EXIT THE IFA PROGRAM | |
| SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE: | | |

Figure 5.3-2. Operational Summary Menu.

5.3.1 Print All Activities Report Process. Use this process to print an operation summary report for all active dining facilities on the installation.

5.3.1.1 Processing Restrictions. None.

5.3.1.2 Processing Materials. None.

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5.3.1.3 Operations Summary Report - Print All Activities Screen AJK-114. To print a Dining Facility Operation Summary Report (PCN AJK-GG1), select A from the Operational Summary Menu. The Operations Summary Report - Print All Activities Screen (fig. 5.3-3) is displayed.

| | | |
|--|---------------------------|---------|
| [| |] |
| DATE: [15 Aug 95] | OPERATIONS SUMMARY REPORT | AJK-114 |
| | PRINT ALL ACTIVITIES | |
| Enter the number of copies of the report. [0] | | |
| Press <DELETE> for Interrupt Menu. | | |
| Enter 0 for no reports or 1 to 5 and press <ENTER> | | |

Figure 5.3-3.Operations Summary Report - Print All Activities Screen (AJK-114).

a. The cursor is positioned in the NUMBER OF COPIES field. You can print up to five copies of this report.

(1) Enter the number of copies you want and press [ENTER].

OR

(2) Press [DELETE] and the Management Information Reports Menu is displayed.

b. The following messages are displayed: **The report is being prepared. Please wait .**
.. The report is being printed now. Then, the Operational Summary Menu is displayed.

c. To exit this menu, select R. The Management Information Reports Menu is displayed.

5.3.1.4 Outputs. The Dining Facility Operation Summary Report (PCN AJK-GG1) is printed. See appendix C for an example of this report. You are not required to keep a file copy of this report.

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5.3.2.3 Operations Summary Report - Print One Activity Screen AJK-114. To print an operations summary report for a specific dining facility, select Option B from the Operational Summary Menu. The Operations Summary Report - Print One Activity Screen (fig. 5.3-4) is displayed.

```
[
DATE: [15 SEP 95]                OPERATIONS SUMMARY REPORT                ]
                                PRINT ONE ACTIVITY                                ]

1)  Enter a specific dining facility: [000061]

2)  Enter the number of copies of the report: [ 2 ]


                                Press <DELETE> for Interrupt Menu

                                The report is being prepared.  Please wait . . .
```

- a. The cursor is positioned in the DINING FACILITY field.

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(1) Enter a dining facility activity code and press [ENTER]. The cursor moves to the NUMBER OF COPIES field. You can print up to five copies of this report.

OR

(2) Press [DELETE] and the Management Information Reports Menu is displayed.

(3) Enter the number of copies you want and press [ENTER].

b. The following messages are displayed: **The report is being prepared. Please wait . . . The report is being printed now.** Then, the Operational Summary Menu is displayed.

c. To exit this menu, select R. The Management Information Reports Menu is displayed.

5.3.2.4 Outputs. The Dining Facility Operations Summary Report (PCN AJK-GG1) is printed during this process. See Appendix C for an example of this report. You are not required to keep a file copy of this report.

5.4 Cook Status Report Subfunction.

a. Use the Cook Status Subfunction to review, update and or delete personnel authorization data by commands. You can also review or print personnel status reports by commands. This subfunction contains two processes and two exit options.

(1) Authorization Document File Maintenance (para 5.4.1).

(2) Personnel Status Reports (para 5.4.2).

(3) Exit the Cook Status Report Menu and return to the Management Information Reports Menu or system login screen.

b. To review the Cook Status Report processes, select Option C from the Management Information Reports Menu.

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- c. The Cook Status Report Menu (fig. 5.4-1) is displayed.

| | | |
|--|---|---------|
| COOK STATUS REPORT MENU: A B R X | | |
| Add, change or delete personnel authorization records | | |
| 15 Sep 95 | COOK STATUS REPORT MENU | AJK-045 |
| ----- Press F8 for Help ----- | | |
| OPTION CODE | RING MENU SELECTION OPTIONS | |
| A | AUTHORIZATION DOCUMENT FILE MAINTENANCE | |
| B | PERSONNEL STATUS REPORTS | |
| R | RETURN TO MANAGEMENT INFORMATION REPORTS MENU | |
| X | EXIT THE IFA PROGRAM | |
| SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU CODE: | | |

Figure 5.4-1. Cook Status Report Menu (AJK-045).

5.4.1 Authorization Document File Maintenance Process.

- a. Use the Authorization Document File Maintenance process to review, update and print specific command and unit authorization data. This process contains three subprocesses and two exit options:
- (1) Update Authorization Data (para 5.4.1.1).
 - (2) Update Unit Data (para 5.4.1.2).
 - (3) Print Authorization Document Report (para 5.1.4.3).
 - (4) Exit the Authorization Document File Maintenance Menu and return to the Cook Status Menu or system login screen.

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b. To review the Authorization Document File Maintenance subprocesses, select Option A from the Cook Status Menu. The Authorization Document File Maintenance Menu (fig. 5.4-2) is displayed.

| | | |
|--|--|---------|
| AUTHORIZATION DOCUMENT FILE MAINTENANCE MENU: A B C R X | | |
| Update Authorization Data | | |
| 15 Sep 95 | AUTHORIZATION DOCUMENT FILE MAINTENANCE MENU | AJK-046 |
| ----- Press F8 for Help ----- | | |
| OPTION CODE | RING MENU SELECTION OPTIONS | |
| A | UPDATE AUTHORIZATION DATA | |
| B | UPDATE UNIT DATA | |
| C | PRINT AUTHORIZATION DOCUMENT REPORT | |
| R | RETURN TO COOK STATUS REPORT MENU | |
| X | EXIT THE IFA PROGRAM | |
| SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU CODE: | | |

Figure 5.4-2. Authorization Document File Maintenance Menu (AJK-046).

5.4.1.1 Update Authorization Data Subprocess. Use this subprocess to review and or update personnel authorization data for commands.

5.4.1.1.1 Processing Restrictions. None.

5.4.1.1.2 Processing Materials. Authorization documents (TOEs, MTOEs, TDAs) for all installation food service activities.

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5.4.1.1.3 Update Authorization Data Screen AJK-047. To begin the Update Authorization Data process, select Option A from the Authorization Document File Maintenance Menu. The Update Authorization Data Screen (fig. 5.4-3) is displayed. This screen displays all the commands that are currently in the database.

| | | | | | | | | | |
|---|---------------------------|-----|-----|-----|-----|-----|-----|---------|---------|
| DATE: 15 Sep 95 | UPDATE AUTHORIZATION DATA | | | | | | | | AJK-047 |
| -----AUTHORIZATION----- | | | | | | | | | |
| COMMAND | WARRANT OFFICER | E-9 | E-8 | E-7 | E-6 | E-5 | E-4 | E-3/2/1 | CIV |
| HQ COMMAND | 2 | 1 | 1 | 3 | 4 | 5 | 4 | 8 | 2 |
| HQ COSCOM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 TH AVN GP | 1 | 2 | 3 | 2 | 5 | 6 | 8 | 3 | 1 |
| W26AAA | | | | | | | | | |
| W26AAB | | | | | | | | | |
| F1 Key Insert Record F2 Key Delete Record F3 Key Scroll Forward | | | | | | | | | |
| F4 Key Scroll Backward ESC Key Save and Continue | | | | | | | | | |
| <Delete> Key Interrupt Process | | | | | | | | | |

Figure 5.4-3. Update Authorization Data Screen (AJK-047).

- a. The cursor is positioned in the COMMAND column for the first command on the list.
 - (1) Press [ENTER] and the cursor moves to the WARRANT OFFICER authorization field.
 - (2) To change authorization data in any field, enter new data over the old and press [ENTER] after each field. The cursor moves to the next authorization field.
 - (3) Use the [ENTER] or ARROW keys to scroll through the list line by line.
 - (4) Use the [F3] key to page forward, and [F4] to page back through the list.
 - (5) Use the [F1] key to open a space when adding a new command. Enter the new command and press [ENTER]. The cursor moves to the first AUTHORIZATION field. Repeat steps (1) and (2) to continue processing.

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(6) Use the [F2] key to delete a command. Two messages are displayed: **ALL AUTHORIZATION DATA AND UNIT DATA FOR COMMAND _____ WILL BE DELETED.**, and **TO CANCEL DELETE, DEPRESS INTERRUPT OR RE-INSERT DATA.**

(a) To cancel your deletion, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 5.4.1.1.5 for processing instructions.

OR

(b) Press the [F1] key to open a space and re-insert the command authorization data.

b. When you finish your entries, press [ESC]. A series of messages are displayed: **EDITING DATA . . . PLEASE WAIT., UPDATING DATABASE . . . PLEASE WAIT.,** then, **AUTHORIZATION DATA PROCESS COMPLETE. PRESS ENTER TO CONTINUE.**

c. Press [ENTER] and the message **DO YOU WANT TO ADD, CHANGE OR DELETE OTHER AUTHORIZATION RECORDS (Y or N)?** is displayed.

(1) Enter Y and the Update Authorization Data Screen AJK-047 is redisplayed. You can change or enter new command authorization data.

OR

(2) Enter N and the Authorization Document File Maintenance Menu AJK-046 is displayed. You can choose another option.

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5.4.1.1.4 Interrupt Ring Menu. Use this ring menu (5.4-4) to continue processing, start over, return to the Authorization Document File Maintenance Menu, or exit processing.

| |
|---|
| INTERRUPT MENU: A B R X Continue processing |
|---|

Figure 5.4-4. Interrupt Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Update Authorization Data Screen AJK-047 is redisplayed. You can restart the process.
- c. Select R and the Authorization Document File Maintenance Menu AJK-046 is displayed.
- d. Select X and the system login screen is displayed.

5.4.1.1.5 Outputs. No reports are produced during this process.

5.4.1.2 Update Unit Data Subprocess. Use this subprocess to review, add and or update units assigned to commands.

5.4.1.2.1 Processing Restrictions. None.

5.4.1.2.2 Processing Materials. Authorization documents (TOEs, MTOEs, TDAs) for all installation food service activities.

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5.4.1.2.3 Select Command Screen AJK-048. To begin the Update Unit Data process, select Option B from the Authorization Document File Maintenance Menu. The Select Command Screen (fig. 5.4-5) is displayed. This screen displays all commands entered through the update authorization data process.

| | | | |
|---|-------------|-------------|--------|
| DATE: 15 Sep 95 | | AJK-048 | |
| SELECT COMMAND | | | |
| HQ COMMAND | 12TH AVN GP | 264TH ARMOR | W26EEE |
| QMS BRIGADE | 364TH ARMOR | HHC DISCOM | W26BBB |
| Use arrow keys to move cursor. ESCAPE to make selection. Press F3 to scroll forward: F4 to scroll backward: Delete to exit | | | |

Figure 5.4-5. Select Command Screen (AJK-048).

- a. The cursor is positioned on the first unit of the list.
 - (1) Use the [ENTER] or ARROW keys to scroll through the list line by line.
 - (2) Use the [F3] key to page forward, and the [F4] to page back through the list.
- b. To select the command you want, place the cursor on that command and press [ESC]. The Update Unit Data For _____ Screen AJK-058 is displayed. See paragraph 5.4.1.2.4 for processing instructions.

OR

- c. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 5.4.1.1.5 for processing instructions.

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5.4.1.2.4 Update Unit Data For _____ Screen AJK-058. Use this screen (fig. 5.4-6) to review and add or delete units for the selected command. This screen displays the unit identification code (UIC) and Unit Name.

| | | |
|---|----------------------------|---------|
| DATE: 15 Sep 95 | UPDATE UNIT DATA FOR _____ | AJK-058 |
| UIC | UNIT NAME | |
| W26AAB | B CO UNIT 1 | |
| W26QKQ | E CO UNIT 1 | |
| W26AAD | D CO UNIT 1 | |
| W26AAF | HHC UNIT 1 | |
| W26AAE | A CO UNIT 2 | |
| F1 Key Insert Record F2 Key Delete Record F3 Key Scroll Forward | | |
| F4 Key Scroll Backward ESC Key Save and Continue | | |
| <DELETE> Key interrupt process | | |

Figure 5.4-6. Update Unit Data For _____ Screen (AJK-058).

a. The cursor is positioned in the UIC field for the first unit on the list. Five units are displayed on the screen at a time.

(1) Use the [ENTER] or ARROW keys to scroll through the list line by line.

(2) Use the [F3] key to page forward, and [F4] to page back through the list.

(3) Use the [F1] key to open a space when adding a new unit. Enter the new unit's UIC and press [ENTER]. The cursor moves to the UNIT NAME field.

(4) Enter the name of the unit (up to 15 characters) and press [ENTER]. The cursor moves to the next line.

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(5) To delete a unit, move the cursor to the unit you want and press [F2]. That unit is deleted and the cursor moves to the next line.

b. When you finish your entries, press [ESC]. A series of messages are displayed: **EDITING DATA . . . PLEASE WAIT., UPDATING DATABASE . . . PLEASE WAIT.,** then, **UNIT DATA PROCESS COMPLETE. PRESS ENTER TO CONTINUE.**

OR

c. When you make no changes and press [ESC], a series of messages are displayed: **EDITING DATA . . . PLEASE WAIT., NO CHANGES WERE MADE.,** then, **UNIT DATA PROCESS COMPLETE. PRESS ENTER TO CONTINUE.**

d. Press [ENTER] and the message **DO YOU WANT TO ADD, CHANGE OR DELETE OTHER AUTHORIZATION RECORDS (Y OR N)?** is displayed.

(1) Enter Y and the Select Command Screen AJK-048 is redisplayed. You can change or enter new unit authorization data.

OR

(2) Enter N and the Authorization Document File Maintenance Menu AJK-046 is displayed. You can choose another option.

5.4.1.2.5 Outputs. No reports are produced during this process.

5.4.1.3 Print Authorization Document Report Subprocess. Use this subprocess to print the Food Service Authorization Document Report (PCN AJK-JE1). This report lists the cook authorizations by commands.

5.4.1.3.1 Processing Restrictions. None.

5.4.1.3.2 Processing Materials. None.

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5.4.1.3.3 Processing Actions. To Print the Authorization Document Report, select Option C from the Authorization Document File Maintenance Menu AJK-046 (fig. 5.4-6).

a. The following message is displayed: **HOW MANY PRINTED COPIES? (LIMIT 5).**

b. Enter the number of copies you want and two messages are displayed: **REPORT RUNNING . . . PLEASE WAIT.** then, **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE**

c. Press [ENTER] and the message **DO YOU WANT TO PRINT ANOTHER AUTHORIZATION REPORT (Y OR N)?**

(1) Enter Y to print another report and the message **HOW MANY PRINTED COPIES? (LIMIT 5)** is redisplayed. Repeat steps a and b to continue processing.

OR

(2) Enter N for no report and the Authorization Document File Maintenance Menu is displayed. You can choose another option.

5.4.1.3.4 Outputs.

a. The Food Service Authorization Document Report (PCN AJK-JE1) is printed during this process. See Appendix C for an example of this report.

b. DA Pam 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-1c, Dining Facility Reviews File (1-year file).

(2) Cut off this file at the end of the fiscal year. For example:

COFF: 31 Sep 95

DEST: Oct 96

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5.4.2 Personnel Status Reports Process.

a. Use the Personnel Status Reports Process to print personnel status reports, installation personnel loss reports, and dining facility personnel loss reports for a 30 to 90-day loss time frame. This process contains three subprocesses and two exit options.

- (1) Personnel Status Reports (para 5.4.2.1).
- (2) Installation Personnel Loss Report (para 5.4.2.2).
- (3) Dining Facility Personnel Loss Report (para 5.4.2.3).

(4) Exit the Personnel Status Report Menu and return to the Cook Status Report Menu or system login screen.

b. To review the Personnel Status Reports subprocesses, select Option B from the Cook Status Report Menu. The Personnel Status Report Menu (fig. 5.4-7) is displayed.

| | | |
|---|---------------------------------------|---------|
| PERSONNEL STATUS REPORT MENU: A B C R X | | |
| Personnel Status Report | | |
| 15 Sep 95 | PERSONNEL STATUS REPORT MENU | AJK-059 |
| ----- Press F8 for Help ----- | | |
| OPTION CODE | RING MENU SELECTION OPTIONS | |
| A | PERSONNEL STATUS REPORT | |
| B | INSTALLATION PERSONNEL LOSS REPORT | |
| C | DINING FACILITY PERSONNEL LOSS REPORT | |
| R | RETURN TO COOK STATUS REPORT MENU | |
| X | EXIT THE IFA PROGRAM | |
| SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE: | | |

Figure 5.4-7. Personnel Status Report Menu (AJK-059).

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5.4.2.1 Personnel Status Report Subprocess. Use this subprocess to print the Personnel Status Report by commands.

5.4.2.1.1 Processing Restrictions. None.

5.4.2.1.2 Processing Materials. None.

5.4.2.1.3 Processing Actions. To begin printing the Personnel Status Report, select Option A from the Personnel Status Report Menu AJK-059 (fig. 5.4-7).

a. The following messages are displayed: **Report printing . . . Please wait.,** and **Report has been printed. Press ENTER to continue.**

b. Press [ENTER] and the message **DO YOU WANT TO PRINT ANOTHER PERSONNEL STATUS REPORT (Y or N)?** is displayed.

(1) Enter Y to print another report and the messages in a and b are redisplayed. Repeat these steps to print as many reports as you need.

OR

(2) Enter N for no report and the Personnel Status Report Menu AJK-059 is displayed. You can choose another option.

5.4.2.1.4 Outputs.

a. The Personnel Status Report (PCN AJK-JF1) is printed during this process. See Appendix C for an example of this report.

b. DA Pam 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-1c, Dining Facility Reviews File (1-year file).

(2) Cut off this file at the end of the fiscal year. For example:

COFF: 31 Sep 95

DEST: Oct 96

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5.4.2.2 Installation Personnel Loss Report Subprocess. Use this subprocess to print the Installation Personnel Loss Report by commands. This report covers personnel loss for a 30 to 90-day time frame.

5.4.2.2.1 Processing Restrictions. None.

5.4.2.2.2 Processing Materials. None.

5.4.2.2.3 Processing Actions. To begin printing the Installation Personnel Loss Report, select Option B from the Personnel Status Report Menu AJK-059 (fig. 5.4-7).

a. The following messages are displayed: **Report printing . . . Please wait.,** and **Report has been printed. Press ENTER to continue.**

b. Press [ENTER] and the message **DO YOU WANT TO PRINT ANOTHER INSTALLATION PERSONNEL LOSS REPORT (Y or N) ?** is displayed.

(1) Enter Y to print another report and the messages in a and b are redisplayed. Repeat these steps to print as many reports as you need.

OR

(2) Enter N for no report and the Personnel Status Report Menu AJK-059 is displayed. You can choose another option.

5.4.2.2.4 Outputs.

a. The Installation Personnel Loss Report (PCN AJK-JF2) is printed during this process. See Appendix C for an example of this report.

b. DA Pam 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-1c, Dining Facility Reviews File (1-year file).

(2) Cut off this file at the end of the fiscal year. For example:

COFF: 31 Sep 95

DEST: Oct 96

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5.4.3.1 Dining Facility Personnel Loss Report Subprocess. Use this subprocess to print the Dining Facility Personnel Loss Report by dining facility. This report covers a 30 to 90-day loss time frame.

5.4.3.1.1 Processing Restrictions. None.

5.4.3.1.2 Processing Materials. None.

5.4.3.1.3 Processing Actions. To begin printing the Dining Facility Personnel Loss Report, select Option C from the Personnel Status Report Menu (fig. 5.4-7).

a. The following messages are displayed: **Report printing . . . Please wait.,** and **Report has been printed. Press ENTER to continue.**

b. Press [ENTER] and the message **DO YOU WANT TO PRINT ANOTHER DINING FACILITY PERSONNEL LOSS REPORT (Y or N) ?** is displayed.

(1) Enter Y to print another report and the messages in a and b are redisplayed. Repeat these steps to print as many reports as you need.

OR

(2) Enter N for no report and the Personnel Status Report Menu AJK-059 is displayed. You can choose another option.

5.4.3.1.4 Outputs.

a. The Dining Facility Personnel Loss Report (PCN AJK-JF3) is printed during this process. See Appendix C for an example of this report.

b. DA Pam 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-1c, Dining Facility Reviews File (1-year file).

(2) Cut off this file at the end of the fiscal year. For example:

COFF: 31 Sep 95

DEST: Oct 96

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